Microsoft Forms - We're highlighting a few tips that will help you make the most of your technology tools during your daily work at the City.

Do you need to take a quick staff survey? Or need a simple way to collect community opinions? Try using Microsoft Forms! Watch this one-minute video for a quick overview on how the tool works.

1. Make sure you are logged into Office 365 and go to the Forms App.
2. Under My Forms, select New Form or New Quiz.
3. Enter a name for your form. You can also enter an optional subtitle for it.
4. Select Add Question to add a new question to a form or quiz. You can choose to add Choice, Text, Rating, or Date questions.
5. For choice questions, enter the text you want to display for the question and each of the choices.
6. Select Preview at the top of the design window to see how your form will look on a computer or mobile device.
7. After you are done creating the form, then you can share it via a shareable link or email. Watch this video for a quick overview on how to share a form.

If it seems like you don't have access to the features described in this email or things aren't working as they should, please submit a TIDSM request.